

**THE UNITED REPUBLIC OF TANZANIA  
NATIONAL EXAMINATION COUNCIL OF TANZANIA  
DIPLOMA IN SECONDARY EDUCATION EXAMINATION**

724

**COMMUNICATION SKILLS**

**Time: 3 Hour.**

**Monday, 10<sup>th</sup> May 2004 p.m**

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**Instructions**

1. This paper consists of sections A, B and C.
2. Answer **all** questions in sections A, **two (2)** questions from section B and **two (2)** questions from section C.
3. Section A and B carries 40 marks each and section C carries 20 marks.
4. Cellular phones are **not** allowed in the examination room.
5. Write your **Examination Number** on every page of your answer booklet(s).

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### **SECTION A (40 Marks)**

Answer all questions in this section.

1. List four reasons why teachers should use clear language when giving classroom instructions.
2. State four differences between formal communication and informal communication.
3. Mention four reasons why feedback is important in the learning process.
4. Give four examples of barriers to effective listening in the classroom and explain each briefly.
5. State four ways in which a dictionary can be used to improve students' writing skills.
6. Mention four purposes of reading in an academic setting.
7. Identify four non-verbal cues a teacher can use to emphasise a point during a lesson.
8. Give four benefits of note-making compared to note-taking.
9. State four situations in which you would use the article "the" and give examples.
10. List four qualities of a good public speaker and explain why each is important.

### **SECTION B (40 Marks)**

Answer two (2) questions from this section.

11. With suitable examples, explain the following word formation processes: (a) Compounding (b) Coinage (c) Suffixation (d) Blending.
12. Outline five steps you would follow when preparing a speech for a school function.
13. Discuss five reasons why some students find it difficult to participate in group discussions.
14. Explain five ways of improving handwriting among secondary school students.

### SECTION C (20 Marks)

Answer two (2) questions from this section.

15. Imagine you are organising a reading club for Form II students. Describe five activities you would include to encourage members to read more books.
16. Read the sentence below and answer the questions that follow:
- "The pupils who attended the workshop gained useful skills for their future careers."
- (i) Write the main clause.
  - (ii) Write the subordinate clause.
  - (iii) Identify two noun phrases in the sentence.
  - (iv) Replace the word "gained" with a word of similar meaning.
17. Explain five advantages and disadvantages of using technology in classroom communication.
18. Identify five common grammatical errors made by students in written work and suggest a correction for each.